



East Dakota Water Development District

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## MINUTES

July 21, 2005

The Board of Directors of the East Dakota Water Development District (EDWDD) held a regular meeting on July 21, 2005 at the District Office in Brookings. Vice-Chairman Eggers called the meeting to order at 10:10 a.m. The following persons attended:

### Directors Present

Dave Bennett  
Lois Brown  
Curtis Eggers  
Doug Feten  
Vincent Flemming  
Royce Hueners  
Kay Kassube  
John Weidler

### Others Present

Robert Kolbe, Minnehaha County Commission

### Staff Present

Lisa Bretsch  
Jay Gilbertson  
Pat Hammond

### Directors Absent

Bill Dempsey

## Administrative Items

Approval of Agenda - **Motion** by Flemming, seconded by Feten to approve the agenda as presented. Motion carried unanimously.

Minutes - The Board reviewed the Minutes of the June 16, 2005 meeting. **Motion** by Hueners, seconded by Kassube to approve the Minutes as presented. Motion carried unanimously.

Financial Reports - The Board reviewed the June 2005 Financial Report (Attachment A). **Motion** by Hueners, seconded by Weidler to accept the June 2005 Financial Report. Motion carried unanimously. Vice-Chairman Eggers then asked that the report be placed in the District files. The Board also reviewed the second quarter financial summary.

Report of Meetings and Conferences - Director Hueners attended the July 12 meeting of the Lake County Conservation District in Madison.

Director Flemming attended the July 18 Codington County Conservation District Local Work Group Meeting in Watertown.

Director Bennett attended the July 14 Moody County Conservation District Local Work Group Meeting in Flandreau.

Directors Brown and Eggers attended the July 19 Minnehaha County Conservation District Local Work Group Meeting in Renner.

Director Feten attended the July 7 dedication of the Lazarus Creek Flood Control Structure in rural Canby, MN.

The Manager briefly commented on the following meetings he attended:

1. **June 24** - Trent. Investigation of nitrate problems in water supply.
2. **July 1** - Trent. Nitrate testing in town drinking water system.
3. **July 7** - Canby, MN. AREA II Minnesota River Basins Project BOD meeting and Lazarus Creek Flood Control Structure dedication.
4. **July 8** - Trent. Nitrate testing in town drinking water system.
5. **July 12** - Trent. Town council meeting on nitrate issues.
6. **July 20** - Deuel County. Inspect outlets of Lake Alice and Fish Lake with South Dakota Department of Game, Fish and Parks, Deuel County Conservation District and Lac qui Parle-Yellow Bank Watershed District representatives.

Upcoming Meetings -

1. **July 28 - 10:00 a.m.** - County Administration Building, Sioux Falls. Minnehaha County Groundwater Task Force.
2. **June 28 - 7:00 p.m.** - City Hall, Watertown. Upper Big Sioux River Advisory Board.
3. **August 5 & 6** - Grant County. South Dakota Chapter - American Institute of Professional Geologists Summer Meeting & Tour.
4. **August 11 - 1:00 p.m.** - EDWDD Office, Brookings. South Dakota Lakes & Streams Association Board meeting.
5. **August 18- 9:00 a.m.** - EDWDD Office, Brookings. August EDWDD Board of Directors meeting, with 2006 Budget hearing at 10:00 a.m..

Personnel Committee Report - Director Eggers, Chair of the District Personnel Committee, presented the results of the Committee's meeting held on June 16<sup>th</sup> at the District office. Annual performance reviews were completed on District staff by the Manager. The staff received generally high marks, and there were no significant concerns or problems identified. Director Eggers reported that the Manager's performance evaluation, a composite completed by all Board members, also indicated a high level of satisfaction with his efforts.

For compensation for Fiscal Year 2006, the Committee recommends a four percent (4%) base for all staff, except the Manager who would get a 3% increase. Becky Banks would receive an additional four percent (4%) increase. Further, they recommended a \$2,500 bonus for the Manager. The Manager explained that Committee's recommendations were built into the draft Fiscal Year 2006 budget prepared for consideration by the Finance Committee.

Finance Committee Report - Committee Chairman Hueners and the Manager reviewed the draft FY 2006 budget developed at the Finance Committee meeting held earlier in the day. The draft included the

compensation changes recommended by the Personnel Committees. **Motion** by Flemming, seconded by Hueners to authorize publication of the draft budget and to hold the public hearing on the District's FY 2006 budget on August 18 at 10:00 a.m. at the District office in Brookings. The Manager indicated that the draft budget will be published in all District newspapers in advance of the public hearing. Motion carried unanimously.

Equipment Purchase - **Motion** by Hueners, seconded by Brown to authorize the Manager to expend up to \$15,000 for the purchase of a field vehicle to replace the District's current vehicle. Motion carried unanimously.

### **2004 Fiscal Audit Report**

Paul East, CPA, reviewed the results of the audit of District finances during 2004. Copies of the final audit report were distributed to Board members. In general, there were no accounting errors or problems. Mr. East indicated that the report had been submitted to the State Department of Legislative Audit and had been accepted. **Motion** by Hueners, seconded by Bennett to accept receipt of the report and its findings. Motion carried unanimously. **Motion** by Kassube, seconded by Weidler to authorize payment of \$415.50 to East, Vander Woude and Company. The Manager indicated that this would complete payment on the 2004 fiscal audit. Motion carried unanimously.

### **Project Assistance Requests**

City of Colman - The Manager presented a project assistance request from the City of Colman. The City is seeking to complete facility plans for its drinking water and wastewater systems, and they would like to conduct assessments of their water and wastewater utility rates using the Ratemaker program. The facility plans would cost a total of \$17,500 (\$10,000 wastewater & \$7,500 water), of which eighty percent (80%) would be covered by the State's Small Community Planning Grants (SCPG) program. The City is requesting \$1,750 from the District, which would cover 10% of the total costs. The Ratemaker utility rate analyses would cost \$2,100 each (\$4,200 total). SCPG would cover \$3,200, leaving \$1,000 in local costs. The City is requesting \$500 from the District for these costs.

The Manager recommended that the District provide the \$1,750 requested for the water and wastewater facility plans, but not provide cost-share for the Ratemaker utility rate analyses. He noted that the South Dakota Association of Rural Water Systems (SDARWS) will complete the utility rate analyses at no cost to its members. As the City of Colman is a SDARWS member, they are eligible for this assistance. Consequently, both Colman and the District could save money by pursuing this option. **Motion** by Bennett, seconded by Hueners to provide up to \$1,750 in District project cost-share assistance to Colman to cover 10% of the costs of the water and wastewater facility plans, but no support at this time for the utility rate analyses. Motion carried unanimously.

Professional Soil Scientists of South Dakota - At the June 2005 Board meeting, Bruce Kunze, representing the Professional Soil Scientists of South Dakota (PSSSD), presented a request for District assistance to fund the development of a display about the South Dakota State soil (Hudak Soil) to be shown at the Smithsonian Museum in Washington, D.C. The museum is mounting an exhibit on the importance of soil, and each state is being asked to provide \$10,000 for its share of the presentation. PSSSD is the organization raising the funds in this state. The Board deferred action on the request until the July meeting. **Motion** by Kassube, seconded by Brown to provide PSSSD with \$1,000 in District cost-share assistance to be applied to the development and display of the Smithsonian Museum exhibit, with the money coming from the District's Small Education Grant fund. Motion carried unanimously.

### **Town of Trent Nitrate Monitoring**

The Manager reviewed recent District efforts in assisting the Town of Trent with a nitrate problem in their drinking water system. In mid-June, nitrate-nitrogen ( $\text{NO}_3^-$ -N) levels were found to exceed the water quality standard of 10.0 milligrams per liter (mg/L) in Trent's water distribution system. The Town is in the process of addressing the issue, both to deal with the immediate problem and to find a viable, long-term solution that works for the community.

At present, the Town's wells are being used only sparingly to provide adequate water pressure during times of peak usage. For the balance of the day, water is being provided to the distribution system from a constant connection to the Big Sioux Community Water System (BSCWS). This is providing water with acceptable  $\text{NO}_3^-$ -N levels, in the range of 2-3 mg/L, but BSCWS does not have the water volume or pressure to meet all the communities needs with this connection.

To monitor the movement of the low nitrate BSCWS water in the Town's distribution system, The Manager has been conducting tests of the  $\text{NO}_3^-$ -N levels. BSCWS water came on line June 24<sup>th</sup>, and numerous sites throughout the system were tested on July 1<sup>st</sup> and July 8<sup>th</sup>. A third testing round is scheduled for July 22<sup>nd</sup>. Results to-date indicate that  $\text{NO}_3^-$ -N levels in the blended water are below the regulatory standard at most locations.

### **Project Updates**

Big Sioux River Watershed Assessment Projects - The Manager reviewed the status of the District's watershed assessment projects, as project staff are at a workshop on fluvial geomorphology in Minnesota. School Lake Watershed Assessment (SLWA) - loading reductions have been calculated using the AnnAGNPS model, and the results are being reviewed. The text of the final report is nearly complete. North-Central Big Sioux River/East Oakwood Lake Watershed Assessment (NCBSR/EOLWA) - Staff is working with DENR to further refine the AnnAGNPS model to be used to calculate load reductions. The draft final report is in preparation. Central Big Sioux River Watershed Assessment (CBSRWA) - DENR has provided information on the fecal coliform loadings from the NPDES Permit holders (municipal wastewater facilities) and they have been incorporated into the fecal TMDLs. DENR has the draft final report and most of the TMDL reports.

Central Big Sioux River Watershed Implementation Project - The Manager noted that he had received a Grant/Letter of Agreement for the ***Central Big Sioux River Watershed Project - Segment 1*** from the South Dakota Department of Environment and Natural Resources (DENR). He had reviewed the documents and asked that the Board authorize Chairman Dempsey or Vice-Chairman Eggers to execute the document on behalf of the District. **Motion** by Hueners, seconded by Weidler to authorize Chairman Dempsey or Vice-Chairman Eggers to sign the grant agreement papers. Motion carried unanimously.

### **Adjournment**

There being no additional District business, Vice-Chairman Eggers declared the meeting adjourned at 12:00 noon.

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Doug Feten, Secretary

**East Dakota Water Development District**  
**Custom Summary Report**  
 June 2005

	Jun 05
Ordinary Income/Expense	
Income	
4050 · Grants	
4082 · North Central BSRWP	4,799.92
Total 4050 · Grants	4,799.92
4100 · Tax Rev	
4140 · Current Tax Revenue	130,633.44
4150 · Prior Tax Revenue	884.53
4160 · Miscell. Tax Revenue	109.43
Total 4100 · Tax Rev	131,427.40
7010 · Interest Income	1,122.32
Total Income	137,349.64
Gross Profit	137,349.64
Expense	
5000 · Central BSR Watershed Project	
5020 · Travel CBSRWP	7.00
Total 5000 · Central BSR Watershed Project	7.00
5700 · School/Bullhead Lakes Assess.	
5720 · Travel SBLAP	23.00
Total 5700 · School/Bullhead Lakes Assess.	23.00
6050 · Vehicle Expense	
6052 · Lease Expense	292.91
Total 6050 · Vehicle Expense	292.91
6070 · BOD Travel & Ent	
6072 · BOD Travel	305.55
Total 6070 · BOD Travel & Ent	305.55
6150 · Computer Software	149.99
6530 · Miscellaneous	64.74
6540 · Maintenance	
6541 · Office Maintenance	275.00
6542 · Equipment Maintenance	34.92
Total 6540 · Maintenance	309.92
6550 · Office Supplies	570.44
6551 · Office and Garage Materials	29.85
6560 · Payroll Expenses	
6163 · Payroll Taxes	1,238.99
6561 · Retirement	137.42
6562 · Health Insurance	1,435.06
6564 · Retirement Admin Co. 2	187.42
6560 · Payroll Expenses - Other	8,665.20
Total 6560 · Payroll Expenses	9,564.09
6565 · Payroll Expenses for Board	875.00
6566 · Payroll Expenses Technical	
6570 · Retirement Technical Asst. - Co	393.07
6571 · Technical Asst. Employ. 2 Co.	187.42
6566 · Payroll Expenses Technical - Other	8,965.68
Total 6566 · Payroll Expenses Technical	9,536.17
6610 · Postage and Delivery	516.99
6640 · Professional Fees	
6680 · Public Outreach	210.74
Total 6640 · Professional Fees	210.74

**East Dakota Water Development District**  
**Custom Summary Report**  
June 2005

	<u>Jun 05</u>
6690 - Rent	
6691 - Office Rent	1,500.00
6692 - Postage Meter	362.00
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Total 6690 - Rent	1,862.00
6880 - Telephone	
6881 - Cell Phone	134.90
6882 - Office Phone	270.62
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Total 6880 - Telephone	405.52
6900 - Travel & Ent	150.94
6940 - Utilities	
6970 - Trash Removal	62.92
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Total 6940 - Utilities	62.92
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Total Expense	24,737.77
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Net Ordinary Income	112,811.87
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Net Income	<u>112,611.87</u>